



GRAY DAVIS, Governor

DEPARTMENT OF CORPORATIONS

MARIA CONTRERAS-SWEET, Agency Secretary
DEMETRIOS A. BOUTRIS, California Corporations Commissioner

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT FOR

EXECUTIVE SECRETARY II

OPEN - SPOT FOR:

Department of Corporations- Sacramento

HOW TO APPLY

RESUMES ALONE WILL NOT BE ACCEPTED. Applications (Form 678) must be **FILED IN PERSON at the Department of Corporations, in the Lobby at 1515 K Street between the hours of 8 a.m. and 4 p.m. on June 12, 2001.**

If you have a disability and need special testing arrangements, mark the appropriate section of the "Application for Examination". You will be contacted about specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: \$2926 - \$3556

FILE IN PERSON DATE: June 12, 2001

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW

It is anticipated that interviews will be held in June/July 2001.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by June 12, 2001.

Qualifying experience may be combined on a proportionate basis if the requirements below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service in a secretarial position performing the duties of an Executive Secretary I.

Or II

Two years of experience in the California state service performing secretarial duties at a level of responsibility not less than that of Secretary.

Or III

Four years of experience in clerical work at least two years of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special two-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade; ability to take dictation at 110 words per minute.

THE POSITION

Under direction of a chief administrative officer of a State agency, with widest latitude for independent action, incumbents perform especially difficult and responsible secretarial work, relieve the administrator of a wide variety of administrative and office details, and do other related work. For example:

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXECUTIVE SECRETARY II

CD50-1245

Exam Code: 1CP01

FILE IN PERSON DATE: June 12, 2001

The incumbent has a thorough (but not technical) knowledge of agency operations and the administrator's policies. Agency operations are usually widespread and complex and not centered in one location. The incumbent has a wide variety of public contacts, i.e., members of the Legislature requesting information, industry and labor groups and dissatisfied members of the public complaining about agency activities. Gives out authoritative information relating to specific agency actions and agency programs. Determines whether to handle sensitive contacts on own, to refer elsewhere in agency, or refer to agency administrator. Answers or follows up on a major portion of these on own initiative. Subject matter of these contacts involves agency programs that are extensive and statewide in nature, subject to close public scrutiny, and frequently controversial in nature. Within broad policies established by administrator, the incumbent makes determinations not subject to review, such as, reads both incoming and outgoing mail routed to administrator's office; determines routing of mail for appropriate answers indicating whether it should be prepared for administrator's signature; reviews outgoing mail for compliance with policy (may make substantive changes in wording but not subject-matter content) or refers back correspondence for changes; signs correspondence for administrator or refers to him/her for signature, correspondence relating to policy - especially in a controversial area; receives complaints or comments relating to agency operation or personnel, contacts operating division and requests information or initiates investigation into circumstances; determines whether reply should be routed across administrator's desk. The incumbent is informed on activities and projects in progress in the agency; maintains suspense file on projects and without being requested to do so, checks on status for information of administrator. The incumbent may attend administrator's staff meetings, notes assignments made or subjects discussed, checks on status of pending matters before next meeting and indicates administrator's wishes on own initiative. The incumbent contacts responsible personnel in other agencies to obtain information on status of projects common to both agencies or material relating to the project. The incumbent prepares correspondence in subject-matter area requiring a broad background in agency activities and tact in explaining agency and processes; may be assigned to gather materials on agency activities for reports not requiring technical subject matter.

EXAMINATION INFORMATION

This examination will consist of a qualification appraisal panel interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATIONS APPRAISAL PANEL WEIGHTED 100%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the QAP interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Modern office methods, supplies and equipment.
2. Business English and correspondence.

B. Ability to:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.

B. Ability to (continued):

3. Direct the work of other support staff.
4. Perform difficult clerical work.
5. Keep difficult records.
6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling.
7. Perform minor administrative assignments independently.
8. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.
9. Communicate effectively.
10. Understand and carry out directions following a minimum of explanation.
11. Analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

An eligible list will be established for the Department of Corporations. This list will be abolished 12 months after it is established unless the needs of the service warrant a change in this period.

VETERANS' PREFERENCE

Veteran's Preference points do not apply.

CAREER CREDITS

Career credits do not apply.

SPECIAL NOTE - REQUIREMENTS FOR APPOINTMENT

Prior to appointment, candidates must possess a valid typing certificate at a rate of 45 words per minute. (You may contact the State Personnel Board's web site at www.spb.ca.gov for available dates and times). For additional information call (916) 653-1502.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Services Unit of the Department of Corporations, (916) 324-6271 three days prior to the written test date if they have not received their notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Examination Services Unit of the Department of Corporations at (916) 324-6271, three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board offices; local offices of the Employment Development Department, the Department of Corporations and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned change. Such revision(s) will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; and 6) open eligible list. When there are two list of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment with the testing department or must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; or 2) an exempt employee meeting the criteria defined in GC Section 18992 at the time their application is filed, in order to take the examination. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter at the State Personnel Board.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs, their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school in a year-for-year basis.

Rule 235: An employee who has moved from one agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate if that employee had promotional eligibility in the designated agency at the time within the three years of the date of examination and has had no subsequent break in state service by resignation, non-disability retirement or removal for cause.

Veteran's Preference: California law allows the granting of veteran's preference points in Open entrance examinations and Open-Non-promotional examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in this examination and qualify for and have requested these points. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open-non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from the State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 94244-2010).

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired:

From TDD Phone: 1-800-735-2929

From Voice Phone: 1-800-735-2922